

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX

SF-171, OF 612 or RESUME TO:

MORALE, WELFARE & RECREATION DEPARTMENT
NAVAL SUPPORT ACTIVITY WASHINGTON
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX
2770 ENTERPRISE WAY, S.W., SUITE 106
WASHINGTON, D.C. 20373-5823
TEL. # (202) 433-0804
FAX # (202) 433-5045

POSITION: TICKET SELLER
NF-0189-01
FULL-TIME

ANNOUNCEMENT #: 03-013

SALARY: \$10.00 PER HR.

OPENING DATE: 10 FEB 2003

CLOSING DATE: UNTIL FILLED

LOCATION: RECREATION UNLIMITED, NAVAL SUPPORT ACTIVITY WASHINGTON

AREA OF CONSIDERATION: *All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, D.C.*

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for selling as well as promotion of the ticket and tour program, which includes ordering, and sales of various leisure tickets and tours. Responsible for ordering, control, inventory, and sales of leisure ticket stock. Ensures proper preparation and maintenance of required records, reports, and inventories. Incumbent provides information about availability, types, and prices of tickets for eligible patrons. Assists in the reproduction and distribution of MWR brochures, posters, calendars, and program flyers. Provides the Ticket manager with a weekly and monthly report on the operations of the ticket program including a sales summary status. Resolves complaints from patrons and solicits feedback to improve quality of service provided. Assists in the preparation of the annual operating budget for ticket sales.

QUALIFICATIONS:

Must have the ability to communicate effectively and diplomatically with MWR customers and civilian vendors. Knowledge of cash processing procedures and computation a must. Ability to operate a cash register, typewriter, word processor, copier, and related office equipment. Must have the ability to prepare and maintain required records, reports, and inventories.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."